

CONSENT AGENDA ITEM IX.1

Date: March 10, 2010

Item:

STAFF ACTIVITIES REPORT THROUGH FEBRUARY, 2010

Background:

The City Council will be provided with a Staff Activities Report at the first meeting of every month. The report will cover staff actions and updates on projects through the previous month.

Changes from the previous report will be shown in ***bold italics*** so that the Council members can follow both the history of an activity and see the progress that has been made since the last Report.

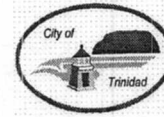
The report concentrates on projects and is directly related to the Special Grant and Projects Budgets in the adopted City Budget. This month will also begin a monthly reporting on the rental activity at Town Hall for the previous month.

Staff Recommendation:

Receive and file the Staff Activities Report, or take whatever other action is deemed appropriate by the Council.

Attachments:

Staff Activities Report through February, 2010.



STAFF ACTIVITIES REPORT

Through February, 2010

A Staff Activities Report is provided to the City Council at the first Council meeting of every month. Additions to the previous report will be indicated in ***bold italics***. Old information will be left on this report for several months and then removed or updated. This report is prepared by Steve Albright, City Manager, with input from staff members and contracted consultants.

The Staff Activities Report focuses on specific projects, the status of requests to the staff from the Council, and other ongoing items where progress can be reported. It is now being organized under the six primary City functions: City Administration; Police Department; Fire Department; Public Works Department; City water Department; and the City Cemetery.

City Administration:

1. Second FY2010 Budget Amendment and supporting documentation. The first Budget Amendment was adopted in September. ***The proposed second mid-year Budget Amendment was approved by the City Council in February 2010.***
2. 2008-09 Annual Audit. Ralph Marcello from Marcello & Company was in Trinidad doing the field work for the annual audit (2008-09) during the week of January 18, 2009. Year-end financial statements were provided to him in advance by Cunningham, Malone & Morton, and staff assisted him during his week in Trinidad. ***The audit is apparently not quite complete, and now it should provided to the City Council for consideration at the first meeting in April, 2010.***
3. City Web Site. Many hours have been spent to continue to update the City's new website. ***Additional uploading to the web site of historic file is an ongoing process. Persons are encouraged to continue to make suggestions for improvements that will make the site user friendly and a resource for the community.***
4. Improvements to the City's filing/record-keeping system. Town Hall records, and those that are in the storage facility at Trinidad School, will be purged and archived over the next few months. The City Clerk will also be compiling a

database of the existing files to improve the ability to retrieve and use historic files. *The long-awaited project of contracting for updates to the City Municipal Code should be brought to the Council for contract award in April.*

5. Creating a 5-year Capital Improvement Plan for the City of Trinidad. No action has been taken.
6. Tsurai Management Plan Implementation. There is no new information to report publicly on this process. The City Council will again be meeting in Closed Session to discuss the terms and conditions of a real potential real estate transaction. Any actions will be reported at the public meeting.
7. General Plan. *The Land Use Element was presented to the Council in October, and revisions were presented to a joint Planning Commission/Council meeting in February. The Open Space, Conservation, and Recreation Elements are to be presented to the Council at a Special Meeting on March 17, 2010. The new General Plan is now scheduled for Council adoption hearings beginning after June, 2010. After Council adoption, the Plan then needs to be forwarded to the California Coastal Commission for consideration, and after that there will be conforming changes to the Zoning Ordinance.*
8. On-Site Waste Water Treatment (OWTS) Ordinance. The City Council adopted the Ordinance on December 10, 2008. In November, Planning Commission requested that a change in the OWTS Ordinance be made to make either the City Manager (administratively) or the City Council responsible for approving the implementation guidelines. An amendment to the Ordinance has been prepared to shift this responsibility to the Council. *If this is approved in March 2010, then the Guidelines will be finalized and can be brought forward soon thereafter for consideration.*
9. Accessory Dwelling Unit (ADU) Code. The Planning Commission has completed its work on a proposed ADU Ordinance that would put the City of Trinidad in compliance with State requirements. The ordinance was referred to the City Attorney for review in early 2008. The Planning Commission has recommended that it be considered by the City Council, but that will not happen until the Council acts on the OWTS Ordinance. The proposed ADU Ordinance is on the City's website as a downloadable document for public review and comment.
10. Vacation Units Regulations. *The Citizens Advisory Committee on Vacation Dwelling Units has been formed and has completed three meetings. Tom Davies was selected to Chair the committee, and Jennifer Fraser is the Vice-Chair. The Committee established a series a meeting dates and is progressing with research that will lead toward recommendations. The goal was set to provide a final report with recommendations to the City Council by the end of June ors sooner, if possible.*

11. **Town Hall Rental.** *Staff will be providing a monthly report on the rentals that occur for Town Hall. That report will be included as the last page (addendum) to this staff report.*

Status of Grants and Funding Programs

- Project Name: Gateway Project
Source of Funds: CA State Transportation Improvement (STIP)
Amount of Funding: \$145,000
Local Match/Source: Prop 1B funds
Status: ***Environmental Complete, Design Complete, Construction in 2010***
Construction Authorization submitted to Cal Trans, awaiting an
Encroachment permit. Bid process and construction to begin in Spring,
2010.
- Project Name: Main and Trinity Safety Improvements
Source of Funds: Federal High Risk Rural Road Funds (HR3)
Amount of Funding: \$360,000
Status: ***Environmental Complete, Design Complete, Construction in 2010***
Construction Authorization submitted to CalTrans. Bid process and
construction to begin in Spring, 2010.
- Project Name: Original Library/Museum Improvement Project
Source of Funds: Federal Transportation Efficiency Act
Amount of Funding: \$260,000
Note: Only approximately \$45,000 of the original funding was deemed
“eligible” and the project was then funded by other sources.
Status: ***Project Complete, Reimbursement Received in February.***
- Project Name: New Library/Museum Road
Source of Funds: CA State Proposition 1B
Funding Amount: \$100,000
Status: Road Open, Project 80% Complete, ***Completion of curb/gutter/paving***
and diagonal parking along Patrick’s Point Drive underway.
Completion anticipated in mid-March, 2010.
- Project Name: Library Museum Project Access Improvements
Source of Funding: American Recovery and Reinvestment Act (ARRA)
Amount of Funding: \$186,000
Status: Environmental Complete, Design Complete, Construction in 2010
Construction Authorization completed. ***Out to bid as of February 21,***
2010, low-bid recommendation to City Council for award on march 23,
2010.

- Project Name: Saunders Park Development
 Source of Funding: State Park Bond
 Amount of Funding: Approximately \$120,000 remaining.
 Status: ***Funding received in 2007. Design by Freeman Architects complete, planned bid announcement on March 13, 2010.***
- Project Name: Azalea and Pacific Streets Reconstruction
 Source of Funds: CA State Transportation Improvement (STIP)
 Amount of Funding:
 Status: Environmental in Process. ***Delay for construction authorization to be submitted in March, 2010, due to lack of funds available at the State level.***
- Project Name: Energy Efficiency and Conservation Block Grant (EECBG)
 Source of Funding: American Recovery and Reinvestment Act
 Amount of Funding: \$25,000
 Status: Grant Application was submitted by 1/15/10. ***Award announcement anticipated by the end of March, 2010.***
- Project Name: North Coast Energy Independence Program
 Source of Funds: State Assembly Bill 811 Authorization
 Amount of Funding: N/A, Loan Program to Property Owners
 Status: Program/Rules being established.
- Project Name: Safe Drinking Water Revolving Fund (SDWSRF)
 Source of Funds: State Department of Public Health, Revolving Loan Fund
 Amount of Funding: Undetermined
 Status: Application was submitted by February 4, 2010. ***Awaiting status announcement from the State.***
- Project Name: Turbidity Meter
 Source of Funding: CA State Proposition 50
 Amount of Funding \$60,000
 Status: Letter of Commitment from State in 2008; contract incomplete due to funding freeze. Start date undetermined
- Project Name: Drainage Improvements (ASBS Project)
 Source of Funding: CA State Proposition 84
 Amount of Funding: \$2,500,000
 Status: Pending due to State funding freeze.
- Project Name: Trinidad Pier Reconstruction (ASBS Project)
 Source of Funding: CA State Proposition 84
 Amount of Funding: \$2,500,000
 Status: Pending, due to State funding freeze.

- **Project Name: Trinidad Safe Streets**
Source of Funding: CalTrans Planning Funds
Amount of Funding: \$50,000+ (to be determined)
Status: Grant application underway by Local Government Commission.
Council action regarding grant submittal anticipated in March, Grant Proposal to be submitted by April, 1, 2010.

Police Department

1. Monthly Statistics and Financial Report. The Police Chief is emailing to the staff and Council a weekly report on statistics related to operations of the Trinidad Police Department. Other specific information will also be provided to the Council by the Police Chief on a periodic basis as needed. The Police Chief also frequently distributes Press Releases regarding Department actions.
2. Public Safety. Regarding traffic safety issues on Trinity and Edwards Streets, Police Chief Thraillkill presented recommendations along with a report from Winzler & Kelly at the January City Council meeting. The Council acted on some of the recommendations, and those changes will be made when weather permits. ***Still, this has not addressed multiple safety concerns by the residents, and so the topic will again be on the Council's agenda for discussion in March.***
3. Staffing The Department has advertised again and has begun recruiting for another Reserve Officer.
4. Emergency Services: The Police Department installed an emergency phone at its location on Trinity Street. This phone is a direct-dial for persons who have true emergencies and attempt to reach the Police Department in person during off-office hours. ***The Department responded the Tsunami Alert issued for the California coast on February 27, 2010, and is planning to participate in a county-wide Tsunami emergency drill on March 24, 2010.***

Fire Department

1. Sign: A new "Trinidad Volunteer Fire Department" sign has been placed above the entry to the Fire Station. The sign was donated.
2. Vehicle Sale. The Department's old rescue vehicle has been declared surplus by the Council. Fire Chief Tom Marquette attempted to get the vehicle to another volunteer fire department, but that did not happen. The vehicle has been sold to a private party who paid \$1,000, and it was desirable to dispose of it while it was still in running condition.

Public Works Department

1. **Maintenance.** *Public Works staff is beginning Spring maintenance, including pruning and other grounds improvement, as weather allows.*
2. **Trash Cans:** A new small trash can for pet waste has been placed at the end of the sidewalk near the beach. Trash cans for beach trash are still be considered and would be done in cooperation with the Rancheria.
3. **Appropriations Request.** *A 2011 appropriations request was submitted to Congressman Thompson's staff for funding of the second phase of the Stormwater Drainage Improvement Project required to meet discharge standards at the ASBS. The first phase is due to be funded by Prop 84 when the State is able to release project funds.*

City Water Department

1. **Rates.** Water rates were increased by the May, 2009 Consumer Price Index, and the rate increase become effective in October. In the meantime, a proposal to the City Council in 2009 to consider a revised rates structure has been discussed in length by the Council, and a public hearing to take testimony and consider the rates structure change was held in November, 2009. Action was delayed pending additional information regarding debt that may need to be incurred for improvements to the treatment system.
2. **Water Quality:** Staff worked many additional hours in December and January do to turbidity problems following significant rain storms, and we continue to meet treatment standards.
3. **Appropriations Request.** *A 2011 appropriations request was submitted to Congressman Thompson's staff for funding of the improvements required at the water treatment facility.*

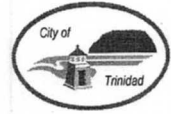
City Cemetery

No actions to report.

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Stan Binnie, Mayor
Gabriel Adams, City Clerk



To: **Trinidad City Council**

Date: **Monday, March 01, 2010**

From: **Gabriel Adams, City Clerk**

Re: **Town Hall Rental Detail – February 2010**

The following is a list of special events and rental rates for the use of Town Hall in February:

02/06/10	Clam Beach Run	No Charge
02/06/10	Memorial Service (2-5pm)	\$100.00
02/09/10	Trinidad Civic Club District Meeting	No Charge
02/13/10	Massage Class by Trinidad Day Spa	205.00
02/15/10	Rural Trinidad – <i>(insurance fee outstanding)</i>	\$50.00
02/16/10	Chamber Dinner	No. Charge
02/18-19	Quilting Retreat	\$450.00*
02/20/10	Wedding Reception	\$\$385.00*
02/26/10	Line Dancing Potluck	\$50.00
02/27/10	Trinidad School Rummage Sale	No Charge
12/20/09	String Concert	\$60.00

* 50% of rental rate was refunded due to double-booking complications and inconveniences.

Regular events/meetings that took place in February included:

- (2) City Council meetings
- Food Bank
- Line Dancing & Tai-Chi Classes
- Tots Playgroup
- Trinidad Bay Watershed Council

This information will likely be included in the packet for review prior to each regular monthly Council meeting. Feel free to contact me if you have any questions.

Gabriel Adams
Trinidad City Clerk

CONSENT AGENDA ITEM IX.2

Date: March 10, 2010

Item:

FINANCIAL STATUS REPORTS

Background:

This "Monthly Financial Status Report" is provided to the Council at the first meeting of every month and is produced by Cunningham, Malone & Morton. It provides the Council and the public with a monthly financial status which is intended to be timely and user-friendly.

The status report is done for each department and includes: 1) expenditures from the previous month; 2) expenditures for the year-to-date; 3) the annual budget for a given budget category; and 4) the percent of the budget that has been expended to date.

This Financial Status Report provides the status on seven pages:

General Fund Revenue;

1. General Fund-Administration;

2. General Fund-Public Works;

3. General Fund-Police;

4. General Fund-Fire;

Enterprise Account-Water Department; and

Enterprise Account-Cemetery.

The four General Fund Accounts also include bottom-line statements for specific grant or special project budgets. For example, the Village Keepers Fund and the Clean Beaches Grant are included with the General Fund-Administration. Full details of those special project or grant budgets will be available for review but will not be published monthly with the meeting packet.

Staff Recommendation:

Discussion and public inputs, and Council action to receive and file the Financial Status Report

Attachments:

Financial Status Report through January, 2010.

General Fund - Revenues

January 31, 2010

58%

Percent of the Year

		Current Month	Year To Date	Annual Budget	Percent of Budget
1.01 4100	Property Taxes	\$ -	\$ -	\$ 110,200	0%
1.01 4101	Property Tax - Secured	-	-	-	100%
1.01 4105	Property Tax - Current Suppl	-	-	-	100%
1.01 4106	Property Tax - Prior Suppl	-	-	-	100%
1.01 4107.1	Motor Vehicles	-	-	-	100%
1.01 4108	Property Tax - Homeowners	-	-	-	100%
1.01 4110	Property Tax - Interest +	-	-	-	100%
1.01 4113	Public Safety 1/2 Cent	-	-	-	100%
1.01 4114	Property Tax - Documentary Fee	-	-	-	100%
1.01 4119	Property Tax Administration Fee	-	-	-	100%
1.01 4121	In-Lieu Sales & Use Tax	-	-	-	100%
1.01 4122	In Lieu VLF	-	-	-	100%
1.01 4200	Sales & Use Tax	6,700	94,215	210,000	45%
1.01 4300	Transient Lodging Tax	5,150	55,010	48,000	115%
1.01 4605	Traffic Relief Fund	-	-	-	100%
1.01 4606.4	ASBS Grant	-	-	-	100%
1.01 4606.5	Clean Beaches Grant	-	-	-	100%
1.01 4611	Parks & Recreation	-	-	-	100%
1.01 4600	State Grants - Other	-	-	-	100%
1.01 4731	Motor Vehicle in Lieu Tax	-	-	-	100%
1.01 4732	Vehicle License Collection	-	336	-	100%
1.01 4737	Motor Vehicle License Fee Gap	-	-	-	100%
1.01 4761	Blue Bag Sales	-	-	-	100%
1.01 4765	Recycling Revenue	-	-	-	100%
1.01 4901	Peace Officer Standards & Train	-	1,208	1,500	81%
1.01 4902	Reports	-	25	200	13%
1.01 4903	Patch Fund	20	20	-	100%
1.01 4904	Towing Fees	200	1,320	2,000	66%
1.01 4905	Criminal	25	225	700	32%
1.01 4906	Booking Fees	-	-	-	100%
1.01 4908	Motor Vehicle Fine	-	30	3,500	1%
1.01 4909	Donations/Fundraising/Grants	-	-	1,000	0%
1.01 4910	Airport Security	-	-	-	100%
1.01 4900	Police Revenue - Other	20	300	-	100%
1.01 4990	Other Grants	-	-	-	100%
1.01 5310	Copy Machine Fee	-	31	100	31%
1.01 5320	Interest Income	1,255	25,586	35,000	73%
1.01 5390	Other Miscellaneous Income	217	340	1,600	21%
1.01 5300	Other Income - Other	-	-	-	100%
1.01 5400.2	Planner - Application Processing	150	5,023	10,000	50%
1.01 5400.4	Engineer-Application Processing	-	-	500	0%
1.01 5400.5	Bldg. Insp-Application Process.	-	4,035	4,000	101%
1.01 5400.6	Bldg. Insp-Enforcement	-	-	-	100%
1.01 5410	Animal License Fees	-	40	200	20%
1.01 5413	Farmers Market Business License	-	45	-	100%
1.01 5415	Business License	20	3,280	12,000	27%
1.01 5430	Encroachment Permit Fees	50	300	400	75%
1.01 5490	Other Permits	-	63	-	100%
1.01 5615	Franchise Fees	-	-	6,000	0%

1.01 5640	Rent - Verizon	1,611	10,980	18,000	61%
1.01 5645	Rent - Cox Cable	-	-		100%
1.01 5650	Rent - Harbor	-	-	5,000	0%
1.01 5655	Rent - PG&E	-	-		100%
1.01 5660	Rent - Other Tennis Court	-	50		100%
1.01 5665	Rent - Suddenlink	-	1,999		100%
1.01 5670	Rent - Town Hall	575	5,248	8,000	66%
1.01 5600	Rent & Franchise Income - Other	-	-	500	0%
1.01 5999	PROP 1B Transfer	-	-	65,800	0%
1.01 5395	Gain/Loss on Sale of Assets	-	16,502	18,000	92%
TOTAL REVENUES		\$ 15,993	\$ 226,211	\$ 562,200	40%

City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Administrative Expenses
January 31, 2010
58%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
2.01 6090	Honorariums	\$ 250	\$ 1,750	\$ 3,000	58%
2.01 6100	Employee Wages	4,505	31,859	48,660	65%
2.01 6500	Employee Benefits/Ins/Taxes	1,933	20,426	26,611	77%
2.01 6809	Crime Bond	41	245	-	100%
2.01 6810	Fidelity Bond	-	-	-	100%
2.01 6820	Insurance - Liability	-	1,455	3,790	38%
2.01 6830	Property & Casualty Insurance	-	696	1,005	69%
2.01 7101.1	Attorney - Meetings	213	12,394	28,000	44%
2.01 7101.2	Attorney - Admin Tasks	-	850	-	100%
2.01 7101.4	Attorney - Litigation	4,238	11,722	-	100%
2.01 7105	City Engineer - Meetings	-	-	-	100%
2.01 7106	City Engineer - Project Fees	-	-	-	100%
2.01 7107.2	City Engineer - Admin Tasks	874	4,311	6,000	72%
2.01 7107.3	City Engineer - Application Process	-	164	2,000	8%
2.01 7107.4	City Engineer - Special Projects	3,615	3,615	2,000	181%
2.01 7130.1	City Planner - Meetings	-	387	12,000	3%
2.01 7130.2	City Planner - Admin Tasks	-	9,056	12,000	75%
2.01 7130.3	City Planner - Application Process	-	1,476	6,000	25%
2.01 7130.6	City Planner - Special Projects	-	20,244	30,000	67%
2.01 7140.2	Bldg Inspector - Admin Tasks	-	364	-	100%
2.01 7140.3	Bldg Inspector - Permit Proc	84	84	3,000	3%
2.01 7140.4	Bldg Inspector - Enforcement	727	2,490	-	100%
2.01 7150.2	Accountant - Admin Tasks	2,275	7,455	6,000	124%
2.01 7150	Accountant - Other	-	-	-	100%
2.01 7160.3	Auditor - Admin Tasks	-	-	6,000	0%
2.01 7202	Chamber of Commerce	-	-	3,000	0%
2.01 7204	Bad Debts	-	-	-	100%
2.01 7170	Financial Advisor/Tech Support	12	1,677	1,000	168%
2.01 7505	Library Rent & Local Contrib.	4,000	4,000	7,000	57%
2.01 7506	Rent	-	-	3,600	0%
2.01 7507	Utilities	802	2,098	4,000	52%
2.01 7509	Dues & Membership	-	222	2,000	11%
2.01 7510	Municipal/Update Expense	15,648	53,226	64,100	83%
2.01 7512	Licenses & Fees	-	22	-	100%
2.01 7513	Office Supplies & Expense	241	3,152	4,500	70%
2.01 7515	Interest Expense	-	4,304	-	100%
2.01 7516	Bank Charges	-	-	-	100%
2.01 7519	Contracted Services	60	60	-	100%
2.01 7599	Miscellaneous Expense	-	2,125	1,000	213%
2.01 7602	Telephone	23	1,179	3,000	39%
2.01 7603	Cell Phone & Pager Expense	117	-	-	100%
2.01 7604	Cable & Internet Service	161	966	-	100%
2.01 7606	Travel	-	59	1,500	4%
2.01 7806	Building Repairs & Maintenance	14	650	-	
2.01 7807	Security System	-	258	-	100%
2.01 7808	Other Repair & Maintenance	-	93	-	100%
2.01 7809	Materials, Supplies & Equipment	292	1,287	5,000	26%

		Current Month	Year To Date	Annual Budget	% of Budget
2.01 7822	Disaster Planning & Preparedness	-	-	2,000	0%
2.01 8000	Depreciation	-	3,560		
2.01 8950	Penalties - Non-Deductible	-	-	-	100%
2.01 9200	Unrealized Loss/Gains	-	3,337	-	100%
2.01 9300	Unrealized Invest. Loss/Gains	-	7,736	-	100%

TOTAL EXPENDITURES

\$ 40,125 \$ 221,054 \$ 297,766

	Revenues	Expenses	Fund Balance	Budget
2.02 Village Keepers Fund	\$ -	\$ -	\$ 930	-
2.03 Trinidad Tots Program Grant	\$ 15	\$ 1,385	\$ (35)	3,000
2.04 Integrated Waste Management	\$ 19,745	\$ 20,523	\$ 40,642	32,089
2.05 Watershed Council Grant	\$ -	\$ -	\$ 2,879	-
2.06 Clean Beaches Grant	\$ 19,849	\$ 19,849	\$ 26,152	470,350

City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Police
January 31, 2010
58%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
3.01 6100	Employee Wages	\$ 5,563	\$ 39,463	50,898	78%
3.01 65	Employee Benefits/Ins/Taxes	1,158	9,367	29539	32%
3.01 6609	Commercial Crime Bond	18	105	-	100%
3.01 6810	Fidelity Bond	-	-	-	100%
3.01 6820	Insurance - Liability	-	1,819	3,790	48%
3.01 6830	Property & Casualty Insurance	-	696	1,005	69%
3.01 7101.1	Attorney - Meetings	-	-	1,000	0%
3.01 7150.2	Accountant - Admin Tasks	1,950	5,123	5,000	102%
3.01 7150	Accountant - Other	-	-	-	100%
3.01 7160.3	Auditor - Admin Tasks	-	-	3,000	0%
3.01 7506	Rent	1,300	9,100	3,000	303%
3.01 7507	Utilities	296	1,042	625	167%
3.01 7509	Dues & Membership	-	505	750	67%
3.01 7513	Office Supplies & Expense	794	2,566	1,000	257%
3.01 7518	Backgrounds / Education	(351)	2,882	3,000	96%
3.01 7519	Contracted Services	-	83	-	100%
3.01 7520	Animal Control	113	784	1,500	52%
3.01 7525	Uniforms/Safety Equip.	-	2,840	6,000	47%
3.01 7526	Investigation	107	1,172	1,500	78%
3.01 7599	Miscellaneous Expense	76	216	-	100%
3.01 7602	Telephone	490	2,987	3,000	100%
3.01 7603	Cell Phone & Pager Expense	-	-	-	100%
3.01 7604	Cable & Internet Service	-	-	-	100%
3.01 7605	Radio & Dispatch	375	2,625	4,500	58%
3.01 7600	Telephone & Comm. - Other	-	-	-	100%
3.01 7804	Vehicle Fuel & Oil	859	4,105	7,500	55%
3.01 7805	Vehicle Repairs	-	493	3,000	16%
3.01 7806	Building Repairs & Maintenance	-	23	-	100%
3.01 7807	Security System	-	120	-	100%
3.01 7808	Other Repair & Maintenance	374	2,862	3,000	95%
3.01 7809	Materials, Supplies & Equipment	-	-	-	100%
3.01 7822	Disaster Planning & Preparedness	-	-	-	100%
3.01 8000	Depreciation	-	2,340	-	100%
3.01 8500	Capital Reserve	-	-	13,200	0%
3.01 8590	Capital Outlay	-	-	-	100%

TOTAL EXPENSES

\$ 13,122 \$ 93,318 \$ 145,807 64%

Revenues Expenses Fund Balance Budget

3.03 COPS Grant	56,433	67,708	\$ 3,846	119,904
3.04 Indian Gaming Grant	12,228	13,092	\$ 4,984	17,086

City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Fire
January 31, 2010
58%
Percent of the Year

		Current Month	Year To Date	Annual Budget	Percentage of Budget
EXPENDITURES					
4.01 6090	Honorariums	\$ 150	\$ 1,050	\$ 2,400	44%
4.01 6820	Insurance - Liability	-	728	1,000	73%
4.01 6830	Property & Casualty Insurance	-	-	-	100%
4.01 7507	Utilities	87	359	600	60%
4.01 7518	Backgrounds / Education	-	-	1,000	0%
4.01 7519	Contracted Services	-	-	5,700	0%
4.01 7599	Miscellaneous Expense	-	-	-	100%
4.01 7602	Telephone	2	50	100	50%
4.01 7603	Cell Phone & Pager Expense	-	-	-	100%
4.01 7604	Cable & Internet Service	-	-	-	100%
4.01 7605	Radio & Dispatch	-	152	1,000	15%
4.01 7804	Vehicle Fuel & Oil	-	321	750	43%
4.01 7805	Vehicle Repairs	-	1,558	3,000	52%
4.01 7806	Building Repairs & Maintenance	-	-	500	0%
4.01 7807	Security System	-	-	-	100%
4.01 7808	Other Repair & Maintenance	143	143	1,500	10%
4.01 7809	Materials, Supplies & Equipment	143	826	7,500	11%
4.01 7815	Non Capital Equipment	-	-	-	100%
4.01	Capital Equipment - Purchases	-	-	15,000	0%
4.01 8500	Capital Reserves	-	-	30,000	0%
4.01 8000	Depreciation	-	1,315		
TOTAL EXPENDITURES		\$ 525	\$ 6,502	\$ 70,050	9%
		Revenues	Expenses	Fund Balance	Budget
4.02	Indian Gaming Fire Dept	-	2,061	<u>\$ 23,140</u>	1,750

City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Public Works
January 31, 2010
58%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
5.01 6100	Employee Wages	1,815	13,486	23,256	58%
5.01 6500	Employee Benefits/Ins/Taxes	917	7,187	12,343	58%
5.01 6810	Fidelity Bond	-	-	-	100%
5.01 6820	Insurance - Liability	-	728	1,000	73%
5.01 6830	Property & Casualty Insurance	-	-	-	100%
5.01 7106	City Engineer - Project Fees	-	-	-	100%
5.01 7519	Contracted Services	-	9,775	9,800	100%
5.01 7525	Uniforms/Personal Equip	-	-	-	100%
5.01 7801	Street Maint/Repair/Sanitation	36	3,473	35,000	10%
5.01 7801.1	Sanitation	-	-	-	100%
5.01 7801.2	Street Safety Improvements	-	2,870	15,800	18%
5.01 7802	Street Lighting	322	2,177	4,000	54%
5.01 7802.1	Street Lighting - Improvements	-	-	15,000	0%
5.01 7803	Trail Maintenance	-	807	3,000	27%
5.01 7804	Vehicle Fuel & Oil	151	988	3,000	33%
5.01 7805	Vehicle Repairs	-	-	1,500	0%
5.01 7809	Materials, Supplies & Equipment	-	228	2,500	9%
5.01 8000	Depreciation	-	5,891	-	100%
TOTAL EXPENSES		\$ 3,241	\$ 47,610	\$ 126,199	38%

	Revenues	Expenses	Fund Balance	Budget
5.02 Park Bond Grant	\$ 3,617	\$ 8,470	\$ (7,230)	126,550
5.03 Gas Tax Grant	2,655	-	\$ 27,324	10,000
5.04 Transportation Development Agency	5,935	4,151	\$ 24,125	9,650
5.05 Gateway Project Grant	-	-	\$ 151,543	-
5.06 High Risk Rural Roads (HR3) Grant	-	35,600	\$ (4,401)	-
5.07 Trinidad Center Road Proj (2006 TEA)❖	-	52,564	\$ (52,564)	-
5.08 Trinidad Center Prop1B Project (2008)	-	39,715	\$ (39,715)	100,000
5.09 Trinidad Center TEA/ARRA Project (2009)	-	21,992	\$ 12,936	186,000
5.10 Azalea/Pacific Road Grant (2007)	-	-	\$ 129,600	-
5.11 Prop1B Grant*	-	-	\$ -	380,000
5.12 ASBS Planning Program (2007)	-	-	-	-
5.13 ASBS Stormwater Project (2009)	-	-	\$ -	-
5.14 ASBS Pier Reconstruction Project (2009)	-	-	\$ -	-
5.15 CCC Emergency Drainag Project (2008)	-	-	\$ 9,949	-
5.16 RSTP/SAFETEA-LU	-	-	\$ 3,375	1,800

***Note: The Prop1B Fund Distribution is included in other project budgets.**

❖ Formerly Library/Museum

City of Trinidad
Statements of Revenues - Budget and Actual
Enterprise Fund - Water
January 31, 2010
58%
Percent of the Year

FUND BALANCE - JULY 1, 2009 \$ 1,013,763

		Current Month	Year To Date	Annual Budget	Percentage of Budget
REVENUES					
6.01 5710	Water Sales	- \$	109,319 \$	210,000	52%
6.01 5750	Water A/R Penalties	-	(175)	4,000	-4%
6.01 5390	Miscellaneous	-	524	-	100%
6.01 5300	Other Income	-	-	-	100%
6.01 5320	Interest Received	-	-	30,000	0%
6.01 5380	Other Fees for Service	-	270	-	100%
6.01 4990	Other Grants	-	-	60,000	0%
	Transfers from Other Funds	-	-	-	100%
TOTAL REVENUES		\$ -	\$ 109,938	\$ 304,000	
EXPENDITURES					
6.01 6100	Employee Wages	\$ 5,073	\$ 42,350	\$ 72,984	58%
6.01 6500	Employee Benefits/Ins/Taxes	2,750	21,579	37,299	58%
6.01 6810	Fidelity Bond	-	-	-	100%
6.01 6820	Insurance - Liability	-	2,183	3,790	58%
6.01 6830	Property & Casualty Insurance	-	928	1,005	92%
6.01 7106	City Engineer - Project Fees	-	-	1,000	0%
6.01 7107.2	City Engineer - Admin Tasks	-	-	-	100%
6.01 7107.3	City Engineer - Application Process	-	-	-	100%
6.01 7115	City Attorney - Meeting & Admin T	-	-	3,000	0%
6.01 7150.2	Accountant - Admin Tasks	2,275	5,428	6,000	90%
6.01 7150	Accountant - Other	-	548	-	100%
6.01 7160	Auditor	-	-	6,000	0%
6.01 72.04	Bad Debt	-	115	-	100%
6.01 7504	Property Tax	-	58	-	100%
6.01 7507	Utilities	812	7,964	14,000	57%
6.01 7509	Dues & Membership	-	296	1,750	17%
6.01 7511	Licenses & Fees	-	2,199	-	100%
6.01 7513	Office Supplies & Expense	-	1,170	2,000	59%
6.01 7515	Interest Expense	-	2,659	5,000	53%
6.01 7516	Bank Charges	-	5	-	100%
6.01 7599	Miscellaneous Expense	-	98	-	100%
6.01 7600	Telephone & Comm. - Other	-	341	1,500	23%
6.01 7602	Telephone	103	500	-	100%
6.01 7603	Cell Phone & Pager Expense	-	-	-	100%
6.01 7604	Cable & Internet Service	49	245	-	100%
6.01 7804	Vehicle Fuel & Oil	90	680	3,000	23%
6.01 7805	Vehicle Repairs	-	79	1,500	5%

		Current Month	Year To Date	Annual Budget	Percentage of Budget
6.01 7806	Building Repairs & Maintenance	48	113	2,500	5%
6.01 7807	Security System	-	153	1,000	15%
6.01 7809	Materials, Supplies & Equipment	196	2,341	5,000	47%
6.01 7822	Disaster Planning & Preparedness	-	-	-	100%
6.01 7900	Water Lab Fees	-	2,760	3,500	79%
6.01 7902	Water Plant Chemicals	411	8,594	14,000	61%
6.01 7903	Water Line Hook-Ups	-	-	-	100%
6.01 7905	Water Line Repair	150	3,388	10,000	34%
6.01 7906	Water Plant Repair	-	21,869	25,000	87%
6.01 8000	Depreciation	-	11,707	30,000	39%
6.01 8950	Penalties - Non-Deductible	-	43		

TOTAL EXPENDITURES

\$	11,957	\$	140,393	\$	250,828	56%
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NET CHANGE

\$	(11,957)	\$	(30,455)
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Non Income/Expense Item Included in Cash Flow

6.01 2710	Davis Grunsky Note	-	123,865	8,000	1548%
6.01 2720	Drinking Water Bond Note	-	-	18,000	0%
		-	123,865	26,000	

NET CHANGE INCLUDING NOTES

\$	(11,957)	\$	(154,320)
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FUND BALANCE - JANUARY 31, 2009

\$	859,443	\$	276,828
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	Revenues	Expenses	Fund Balance	Budget
Turbidity Meter Grant	-	122	<u>\$ (122)</u>	60,000

FUND BALANCE - JULY 1, 2009	\$ 159,216
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FUND BALANCE - JANUARY 31, 2009	\$ 159,385
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CONSENT AGENDA ITEM IX.3

Date: March 10, 2010

Item:

RESOLUTION 2010-04 APPROVING AN APPLICATION TO THE HUMBOLDT AREA FOUNDATION

Background:

During the process of updating the City's General Plan, and in the preparation of the Plan's Housing Element, Streamline Planning worked to assess the housing needs of the senior population in the City. A survey form was developed, but due to other timing priorities and funding limitations, the survey to assess senior needs in Trinidad has not been completed.

Streamline Planning proposes to pursue a funding source to complete this work. Completion of the survey will include the preparation of a report that will assess overall senior needs in Trinidad. The potential source of funding is the Senior Opportunities fund through the Humboldt Area Foundation. \$1,200 is proposed to be sought from the Foundation, and the Village Keepers fund will be used to augment this limited amount of money.

There is no match request from the City of Trinidad.

If approved, Streamline Planning will complete the application and submit it for consideration to the Humboldt Area Foundation by April 1, 2010.

Staff Recommendation:

Approve proposed Resolution 2010-04.

Attachments:

Proposed Resolution 2010-04.

OTRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Stan Binnie, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2010-04

**Support the Submittal of an Application for Funding Support
to the Humboldt Area Foundation**

WHEREAS, the Trinidad City Council at times seeks federal, state, or local financial assistance for the purpose of implementing its plans and policies; and

WHEREAS, the City of Trinidad is in the process of updating its General Plan, and in that process it gathers information needed to anticipate the future needs and concerns of its residents; and

WHEREAS, one of the fastest growing areas for community-based services will be addressing the physical and social needs of the senior population; and

WHEREAS, the Humboldt Area Foundation has historically assisted communities in Humboldt County with projects that will identify and address unmet needs of the region's population, and specifically provides assistance through its Senior Opportunities funding program.

NOW, THEREFORE, BE IT RESOLVED, that the City Council desires to apply for and receive funding from the Humboldt Area Foundation for the purpose of evaluating Senior Housing and other needs in the City of Trinidad; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council will apply for \$1,200 under the Senior Opportunities program for this purpose; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Manager is authorized by the Council to represent the City in applying for and accepting these funds.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 10th day of March, 2010.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Stan Binnie
Mayor